

**U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF ENFORCEMENT OPERATIONS
POLICY AND STATUTORY ENFORCEMENT UNIT
ATTORNEY, GS-13/14/15**

**Announcement Number: 07-CRM-OEO-025
Open until filled.**

The Criminal Division of the U.S. Department of Justice is seeking an experienced attorney for a full-time position in the Policy and Statutory Enforcement Unit (PSEU) of the Office of Enforcement Operations. The position is based in Washington, D.C.

The PSEU handles matters arising from the federal criminal justice system that require Department of Justice headquarters approval or consultation. Specifically, the PSEU is the component of the Criminal Division which staffs all requests to subpoena members of the media in federal criminal cases; close judicial proceedings to the public in federal criminal cases; seek disclosure of grand jury materials to state or local law enforcement authorities; seek court-ordered use immunity for federal witnesses; subpoena attorneys in federal proceedings relating to their representation of clients; apply for search warrants directed at attorneys who are the target of an investigation; and seek a dual or successive federal prosecution of an individual under the Department's *Petite* policy.

The PSEU also administers the Department's role in S visa applications, whereby aliens who cooperate with law enforcement authorities are able to be brought into or remain in the United States legally; reviews requests to retrocede or acquire federal jurisdiction; helps coordinate the expansion of federal police powers throughout the federal government; and provides advice in cases in which Department employees have been subpoenaed to provide testimony or produce official records in court proceedings. The unit also provides legal advice to the U.S. Attorney's Offices around the country on substantive areas of the law assigned to it, and provides comments to the Department's legislative offices on proposed legislation affecting Criminal Division interests.

The incumbent in this position will be asked to work in any or all of the assigned areas described above. The position requires outstanding writing skills, as the incumbent will be expected to prepare memoranda that accurately describe the facts in each matter, set forth the correct issues for determination, apply sound policy and legal principles, make an appropriate recommendation to higher level Criminal Division or Department decision makers, and assure that each assigned product is written in a professional manner and free of typographical and grammatical mistakes. The incumbent will also be responsible for dealing directly with Assistant U.S. Attorneys, federal law enforcement agents, and other Executive Branch officials.

Applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least two years of post-J.D. experience to be qualified at the GS-13 level; three years of post-J.D. experience to be qualified at the GS-14 level; and five years of post-J.D. experience to be qualified at the GS-15 level. Applicants must also possess strong academic credentials, excellent research and writing skills, and strong interpersonal and negotiation skills.

To apply for this position, please submit a resume or current OF-612 (Optional Application for Federal Employment), and a current performance appraisal (if applicable). A current SF-171 (Application for Federal Employment) will be accepted as well. Applications should be mailed to:

U.S. Department of Justice
950 Pennsylvania Avenue, NW

Criminal Division, Office of Enforcement Operations
John C. Keeney Building, Room 1210
Washington, D.C. 20530-0001
Attn: Anna Azmi

If mailing your application via FedEx, please use the following address:

Anna Azmi
Criminal Division, Office of Enforcement Operations
1301 New York Avenue, NW, Room 1210
Washington, D.C. 20005

Or via e-mail to Anna.Azmi@usdoj.gov

No telephone calls please. Current salary and years of experience will determine the appropriate salary level. The possible salary range is GS-13 (\$77,353 to \$100,554), GS-14 (\$91,407 to \$118,828), GS-15 (\$107,521 to \$139,774).

This and selected other legal position announcements can be found on the Internet at:
<http://www.usdoj.gov/careers/oapm>.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace and persons selected will therefore be required to pass a drug test to screen for illegal drug use prior to final approval. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced.